

City of Lowell
Job Posting
Please Post ~ June 6, 2014
Deadline ~ June 20, 2014
Career Center of Lowell
Career Advisor II

Job Title: Career Advisor II (1100-DH08, 2029)
Department: Career Center of Lowell
Reports to: Career Center Manager; other designated personnel
Salary: \$37,494.20 (min) to \$43,938.96 (max), per City Ordinance; Grant Funded
35 hours/week

SUMMARY

Responsible for the coordination of education/training services and the case management of activities for DTA program participants. Provide assessment, individual counseling, job development/job placement assistance, and transitional support services as well as the tracking of each participant as they progress through the program to job placement.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Conducts program orientation, intake, assessments, testing, screening of referrals, arranging support services and obtaining eligibility documentation for program participants.
- Develops and maintains linkages with the local Department of Transitional Assistance (DTA) and social service agencies to facilitate client participation and support services.
- Conducts Job Readiness Workshops to prepare participants for employment
- Provides job search assistance to include developing resumes and cover letters.
- Performs extensive job development activities to secure permanent unsubsidized employment for program participants.
- Responsible for outreach and recruitment when necessary.
- Documents all program services, activities and notes in MOSES.
- Maintains participants attendance records.
- Provides transportation for participants when necessary for employment related activities (employer recruitments, job interviews, etc.)
- Must be able to meet monthly and quarterly goals/performance standards.
- Other duties as assigned.

OTHER SKILLS AND ABILITIES

Ability to understand and be sensitive to the needs of economically disadvantaged. Ability to communicate well and maintain effective working relationships with different constituencies. Must have excellent written and oral communications skills and be able to maintain detailed records on an automated and/or manual system.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential job duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

EDUCATION and/or EXPERIENCE

Undergraduate Degree from four-year college or university in a related field, i.e., Business, Marketing, Human Services, and/or Humanities or equivalent preferred not required. At least two years experience in employment and training programs. Experience working with disadvantaged groups.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rates, ratios, and percentages based on established guidelines published by the State and/or Federal government.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of information and instructions furnished in written, oral diagram, or graphic form.

CERTIFICATES, LICENSES, REGISTRATIONS Must possess a valid driver's license.

COST ALLOCATION CLASSIFICATION

The person occupying this position must document and be able to support appropriate allocation of their time. The guidelines to be followed shall be the allocation plan of the City of Lowell/Career Center of Lowell. This position is funded through the administrative allocation of all agency State and Federal Grant funding sources.

PHYSICAL DEMANDS

Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job the employee is regularly required to use hands to finger for calculator and computer mouse and talk and hear. Specific vision abilities required by this job include close vision, color vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While

performing the duties of this job, the employee is occasionally exposed to risk of electrical shock (electrical outlets) The work environment is very fast paced. The noise level in the work environment is usually moderate.

The City of Lowell is a smoke and drug free employer and requires a physical with drug screen and CORI, post offer.

Qualified individuals send resume and/or application to the Human Relations Office, RM 19, City Hall, Lowell, MA 01852 by 4:00 PM: Deadline ~Friday, June 20, 2014. Applicants may also be faxed to 978-446-7102 or email resumes and/or application to cityjobs@lowellma.gov.

EOE/AA/504 Employer